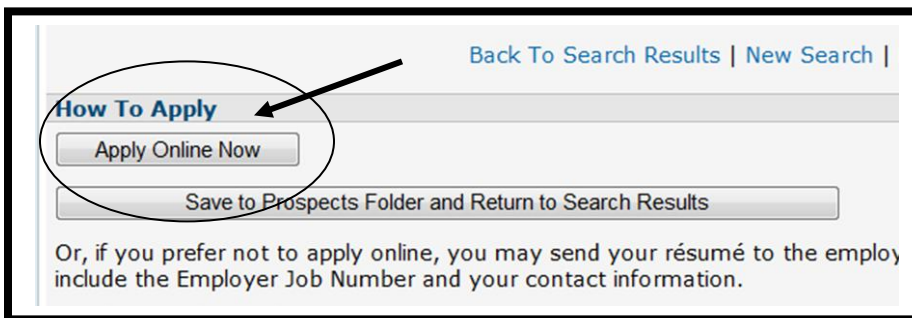


If you use the feature “Apply Online” for any WorkSource posting, please follow these steps to create a résumé that will look good no matter where you send it:

1. Open your résumé in your word processor.
2. Save the résumé as TEXT ONLY. (This feature is usually available by choosing Save As from the File menu)
3. Close the résumé and reopen the new text-only version in MS Word or a similar plain text editor.
4. Edit your résumé following the formatting suggestions on the flip side of this page.
5. Save the document.

To send your résumé in an e-mail or post it to the Internet, Select the résumé text, Copy it, and Paste it into the e-mail or web page.



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Formatting suggestions

- Use a non-proportional font such as Courier so that each full line of text appears as the same width on the page.
- Do not use tabs. They are often ignored by web browsers, and behave unpredictably in e-mail reader programs.
- Avoid trying to indent or center text using the spacebar. Keep all lines justified to the left side of the page, and use line breaks ("Enter" key) to separate headings and sections.
- Don't rely on exact positioning of text using spaces or specific fonts. The font that you use to create your résumé is not necessarily the same font that will be used to display it on the Internet or in an employer's e-mail program.
- To emphasize a word or words, use ALL CAPS rather than bold, or surround the text using *****asterisks***** or **#other characters#**.
- For bulleted lists, use the asterisk (*), hyphen (-), plus sign (+) or a similar common character. Keep in mind that long lines of text may wrap incorrectly underneath the bullets. To avoid this problem, keep list items under 60 characters wide.
- Don't try to control the width of each line in a long paragraph by using carriage returns. Just put a single carriage return at the end of the paragraph to allow your text to wrap normally. It will then look consistently good even if the browser or email reader window is resized.

For more information on posting your resume to our site, writing scanable and electronic resumes, go to Go2WorkSource.com and click on Quick Guides in the middle portion of the page.

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